



*Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

1000 NW 111 Avenue  
Miami, FL 33172-5800

**MICHAEL J. DEW**  
SECRETARY

November 14, 2018

Mr. Rafael G. Casals  
Town Manager  
Town of Cutler Bay  
10720 Caribbean Blvd. #105  
Cutler Bay, Florida 33189

Subject: **REVISED NOTICE OF GRANT AWARD FM# 444354-1**  
**STATE FUNDS- SERVICE DEVELOPMENT PROGRAM – (FY 2019 – FY 2021)**

Dear Mr. Casals,

This letter supersedes the Department's previous letter dated September 28, 2018.

On June 21, 2018, the Miami-Dade Transportation Planning Organization (TPO) Governing Board approved the advancement of the Strategic Miami Area Rapid Transit (SMART) Plan Demonstration projects as a top priority in Miami-Dade County (Resolution #29-18). This priority is consistent with the goals and objectives of the State's Public Transit Service Development Program grant cycle to promote new transit demonstration projects statewide. As a result, a countywide comprehensive program of demonstration projects was evaluated by the Florida Department of Transportation (FDOT).

The Florida Department of Transportation (FDOT) has reviewed the Town of Cutler Bay submittal application for the Cutler Bay Express (TPO SMART Demonstration). As per sections 341.051, 20.23(a) and 334.048(3), Florida Statutes (F.S.), Rule Chapter 14-73, Public Transportation, Florida Administrative Code (F.A.C.), the District Modal Development Office conducted an evaluation of the submitted proposals and submitted a program of projects to Central Office for review and approval. Based on the established criteria in the statutes and available funding sources, the Town has been awarded additional State Funds in the Service Development Program for the project listed below:

Project	Fund	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Town of Cutler Bay Express (TPO SMART Demonstration)	DPTO	\$192,500	\$192,500*	\$192,500*	\$0	\$0	\$0
	LF	\$192,500	\$192,500**	\$192,500**	\$0	\$0	\$0

Notes: DPTO – Awarded State Funds

LF – Total Matching Local Funds Required

\*DTPO – Additional Awarded State Funds

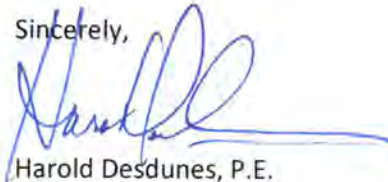
\*\*Additional Local Funds Required

Please be advised that the funding scenario listed above requires a commitment of additional local funds from the Town of Cutler Bay to match the additional State Funds programmed for this project in FY 2020 and FY 2021. Therefore, please provide certification of available additional local funds at the funding levels shown above to the District no later than November 30, 2018.

Funding is subject to the availability of an annual appropriation by the Florida Legislature (the spending authority). Prior to commencement of any work or services, the Town must enter into a Public Transportation Grant Agreement (PTGA) with FDOT.

Should you have any further questions or need additional information, please feel free to contact Ms. Nilia Cartaya at (305) 470-5351 or via email at [Nilia.Cartaya@dot.state.fl.us](mailto:Nilia.Cartaya@dot.state.fl.us) or Mr. Raymond Freeman at (305) 470-5255 or via email at [Raymond.Freeman@dot.state.fl.us](mailto:Raymond.Freeman@dot.state.fl.us). They will be pleased to assist you.

Sincerely,



Harold Desdunes, P.E.

Director of Transportation Development

- c: Aileen Bouclé, AICP, Miami-Dade Transportation Planning Organization  
Ed Coven, Florida Department of Transportation  
Antonette Adams, Florida Department of Transportation  
Nilia Cartaya, Florida Department of Transportation  
Raymond Freeman, Florida Department of Transportation  
Curlene Thomas, Florida Department of Transportation



## **TPO SMART DEMONSTRATION PROJECTS**

**Fiscal Year 2019**

### **APPLICATION GUIDANCE FOR AGENCIES**



The Miami-Dade Transportation Planning Organization (TPO) unanimously approved Resolution #14-18 endorsing the identification and implementation of demonstration projects that advance elements of the Strategic Miami Area Rapid Transit (SMART) Plan. The TPO is coordinating with transportation partners and other agencies for the funding and implementation of SMART Plan demonstration projects and will report back to the May TPO Governing Board meeting with recommendations on a plan to implement such projects. In order to more effectively coordinate this effort, the TPO is seeking SMART Plan demonstration project proposals with a duration of up to no more than three years, with a commitment to continue the project if deemed successful by the project sponsor. Funding is a collaborative effort, and depending on the scope and cost of the demonstration project, the TPO may seek federal and/or state funds to be allocated up to one half of the net project cost, but not more than the amount of funding committed by the project sponsor. SMART Plan demonstration project eligibility is categorized as follows: 1) New Routes with connectivity to the SMART Plan; 2) New Stations with connectivity to the SMART Plan; and 3) New Transit Facilities with connectivity to the SMART Plan, that advance elements of the SMART Plan, and increases service to the traveling public.

Please complete the below questions regarding your SMART Demonstration project idea and respond by May 21, 2018, at 12:00 noon. Follow-up calls may be conducted by the Miami-Dade TPO. Thank you for your responses!

#### **1. Please provide the following contact information in case we need to follow-up**

- |  |   |
|--|---|
| • Name: Rafael G. Casals, Town Manager     | Agency/Organization: Town of Cutler Bay |
| • Address: 10720 Caribbean Blvd. #105      | City/Town/Town: Cutler Bay              |
| • State: FL                                | Zip Code: 33187                         |
| • E-mail Address: rcasals@cutlerbay-fl.gov | Phone Number: 305-234-4262              |

#### **2. Name your Project: Cutler Bay Express**

#### **3. Project Purpose and Need: Please select one of the following categories:**

- **New Route**
- New Station
- New Transit Facility

Please answer the below questions:

#### **a) How does the project address heavy traffic congestion and transit coverage challenges? Provide expected ridership information.**

The Town of Cutler Bay proposes to establish the Cutler Bay Business Express Service. This proposed Business Express Service shuttle will help solve a concern that residents have mentioned in the past regarding our level of service. The Town's circulator bus currently operates Monday-Saturday from 6:00 am to 8:00 pm. The





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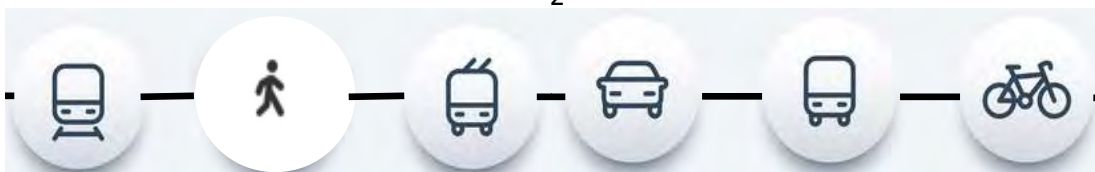
proposed Business Express Service shuttle schedule takes into consideration the needs of the majority of our residents that commute north to work each day. In 2017 the average monthly ridership of the Town's one (1) circulator bus was 4,446 per month. We expect that by adding the proposed Business Express Service shuttle will capture commuters and students that work traditional business hours and utilize the Transitway on a daily basis. The proposed Business Express Service shuttle will operate during normal business hours transporting residents directly to the transitway who, live within a two-mile radius of the existing Transitway pick-up points. The project will help ease congestion by allowing Town residents to leave their cars at home and be shuttled to several transit stops on the South Dade Transitway. The service would be provided by two free, on-demand shuttles that can pick up from a resident's home. The proposed Cutler Bay Express service shuttles will be electric, large "golf cart" type vehicles that seats up to five (5) passengers each and would provide for a maximum 15-minute headway from residents who reside within a two-mile radius of the Transitway (attachment "A")

The Cutler Bay Express shuttle service project cost will be matched by the Town's PTP funds and through an advertising partnership with the circulator providers. The proposed operator will be Freebee, a local company founded in 2012 that is providing similar services in Coral Gables, Miami Beach, Downtown Miami, and the Design District. Town staff believes that due to the lack of bus service from residential areas to the Transitway, this project will make the Business Express Service shuttle an innovative solution that can be ordered from an app on the resident's smart phone. The proposed Express service shuttle will complement the Town's existing municipal circulator service which transports approximately 4,446 residents per month (see attachment "B")

Rush hour traffic in the Town travels North and South and the Cutler Bay Express Service shuttle would not conflict with existing traffic patterns since, it will be traveling in an Eastern and Western direction towards the Transitway in the morning peak hours and in the evening peak hours. Due to the unique design of the propped electric shuttle, it can easily travel along local roads throughout the Town picking up residents directly in front of their home. Based on the success in other municipalities using similar Freebee shuttle service Town staff expects ridership to be 10,000 in the first year of service, 15,000 in the second year of service and up to 25,000 in the third year.

#### **b) How does the project address Climate Change vulnerability?**

Cutler Bay is an automobile dominated area. During the development of our 2014 Transportation Master Plan update, we found that nearly 92% of Cutler Bay workers commute by car, with the preponderance of these commuters in single occupancy vehicles. Twelve percent utilize carpools. Cutler Bay drivers travel about 19,000 vehicle miles per year, higher than the county average of about 17,000 vehicle miles per household. Our goal is to take some of the cars off of our burdened roadways, and direct commuters to public transit. Studies prove that public transportation reduces energy consumption and harmful carbon dioxide gas emissions that damage the environment.







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**c) Is the project consistent with local priorities including the Long-Range Transportation Plan, the Transit Development Program, local comprehensive plans, etc.?**

This project is consistent with the recommendations in the Town's adopted Transportation Master Plan, Comprehensive Growth Plan, and the Town's award winning Green Master Plan. During the development of the Transportation Master Plan, our consultant reviewed; Growth Management Act, the Miami Dade County Comprehensive Development Master Plan, the Cutler Bay Growth Management Plan, the Urban Development Boundary, MPO's Unified Planning Work Program, Long Range Transportation Plan, Transportation Improvement Program Neighboring Palmetto Bay, the MPO's Arterial Grid Analysis, and the MDX Busway Managed Lanes Study.

#### **4. Project Narrative:**

**a) Project Description: Provide a description of the project service and how the project will advance elements of the SMART Plan.**

The benefits of the proposed Cutler Bay express Service shuttle will provide Town residents with the following:

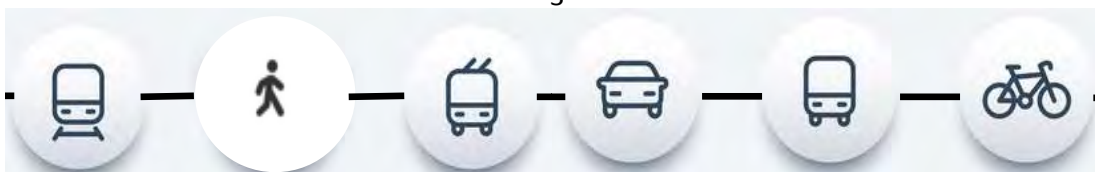
- Allows commuters the opportunity to make connections with routes 34 Express and the 31 Busway Local on the Transitway at the SW 112 Avenue Station (near Target) which then takes them to Metrorail to continue the commute to Brickell, Downtown, Civic Center and even the Airport.
- Allow students to use the bus to school at Cutler Bay High School (school hours 8 am – 3 pm) and the ability to participate in after school activities / clubs. Also, to get to Cutler Ridge Park and Pool where they can access soccer (Cutler Ridge Soccer Team) and swimming practice (School's Polo Team).
- Residents can use the bus to get to jobs, go shopping, go out to eat and many other activities located along the route; longer hours provide more opportunities for the residents.
- Adults and Senior Citizens will be able to travel to Cutler Bay High for evening classes

**b) Project Boundaries: Provide a description of the specific limits and location of the project. Include the most current or proposed color map (if applicable) in the application.**

The attached map (Attachment "A") provides a map of all residents who resides within a two-mile radius, which represents approximately 65 % of the properties within the Town of Cutler Bay. Attachment "B" provides a municipal map of the Town's existing bus route and boundaries. The route for the proposed Business Express Service will be planned in collaboration with Miami-Dade County, if funded.

**c) Public Awareness: Describe how the demonstration program will promote multimodal transportation options in the community.**

The Town will promote the Cutler Bay Business Express Service and will host a special event similar to a bus party to promote the use of the system. The Town's elected officials are long standing advocates for improved public transportation in South Dade and residents share in the officials' concerns. This is evidenced by the larger groups that attend any workshops or presentations offered in South Dade regarding improved transit.





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We will promote the bus on our website, the Cutler Bay Community Newspaper, email blasts and on social media.

#### **5. Project Benefits:**

- a. Air Quality and Reduced Traffic Congestion
- b. Economic Development
- c. Community Accessibility and Connectivity
- d. Regional significance

#### **6. Project Goals and Objectives:** Provide overall and global project objectives.

The overall goals of this project are to make Cutler bay and Miami-Dade County a community where you can live, work, and play without needing a personal vehicle. Additionally, the project will provide a first and last mile connectivity to the South Dade Transitway and Metrorail, by providing a unique alternative that will help relieve congestion. Another objective will be to minimize single-passenger vehicles in the Town, particularly during the morning and afternoon commutes. Additionally, this will relieve parking issues at the Dadeland South Station.

#### **7. Project Justification:** Why is this project important for the agency? List benefits for the traveling public.

This project is important for the Town of Cutler Bay because although we have invested heavily in improving our major roadways (Old Cutler Road, Caribbean Blvd, Gulfstream Rd), installed new decorative bus shelters, and we are implementing Complete Streets Principles throughout the Town; the capacity of our roadways is not capable of accommodating the projecting increase in our Town's population. Current population estimates (as of April 1, 2017) from the University of Florida, which provides the official population figures as used by the State of Florida, indicate an estimated 45,222 residents. At the time of incorporation, the Cutler Bay area population was estimated at approximately 32,000 residents indicating approximately forty percent (40%) growth rate since incorporation. Estimates of future growth indicate a population of 55,000 by 2020. In order to continue our making Cutler Bay a great place to live, work, and play; we must consider the options that we provide to move residents throughout the Town and connect them to other parts of Miami-Dade County. This project is a direct reflection of the feedback that we receive from residents on a regular basis.

- Providing alternative to utilizing personal vehicles to drive to either Downtown or Homestead.
- Residents can save on gas and parking expenses.
- Less vehicles on the road, but particularly during rush hour commute times; this is expected to be 53 vehicles a day in the first year alone, increasing every year thereafter.
- A free "taxi-like" service to shopping, business and other homes during non-peak hours.

#### **8. Project Schedule:** Provide a narrative as to the expected project schedule including initiation, completion dates, and project duration. Provide an illustrative table including all schedule elements.





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We believe that we will be able to begin service within six (6) months and will use the first year to monitor progress and adjust the route as necessary. After funding contract is executed, this project can become operational within 60-90 days. The first step would be to accept the grant funds, while simultaneously piggybacking on the Coral Gables contract with Freebee to ease startup. While grant contract is being executed, the Town will finalize the contract with Freebee, to include specifics on locations of vehicles, times of operation, advertising support. During the times that vehicles are being prepared for use, the Town will work with Freebee to begin creating marketing material and video content to alert residents, and Transitway users that the service is set to launch. Town staff will review ridership and consider expansion to 3 vehicles after the first year, if numbers show the necessity for an increase.

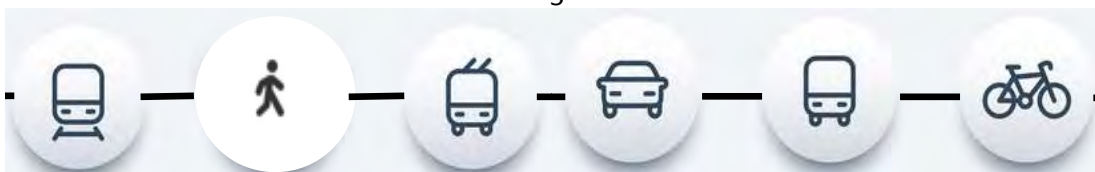
Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Contract Execution between Town and TPO												
2. Route Design and Contract with Service Provider												
3. Kick-off New Route												
4. Evaluation Period (ongoing)												

**9. Project Monitoring and Reporting:** List expected milestones, goals, results, and how they will be monitored.

The Town will work closely with Miami-Dade Transit to monitor and track ridership and trends. The first milestone will be obtaining contracts with TPO and then Freebee executed. Next, we will work with Freebee staff to develop an effective marketing campaign to residents and transitway user-that can be utilized before and during rollout of project. Once the project launches, Town staff will speak daily with Freebee to understand usage, questions from riders and to determine any issues. The project will continue with usage numbers reported to the Town, no less than weekly. Specific metrics throughout the duration of this project will be:

- Ridership numbers
- Who's riding: Male/Female, Age, and Local vs. Non-Local
- Ridership demand/hour

**10. Project Budget and Cost:** Provide costs by fiscal year and the revenue source(s) for all funds included. The proposed project will be comprised of two electric shuttles operating Monday thru Friday 6:00 AM - 8:00 PM during peak rush hours and utilizing two carts transporting residents directly to the busway which reside within a two-mile radius.





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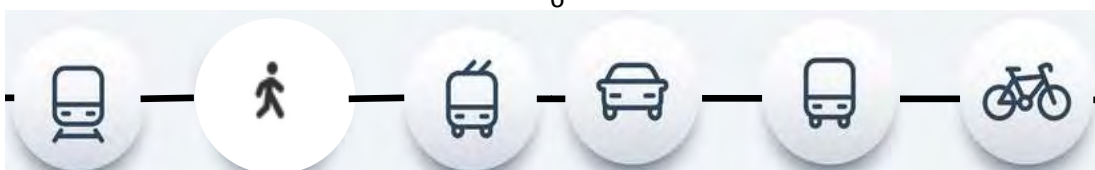


- Annual proposed cost 385,000
- three-year grant request 577,500
- 50% match to be provided by Cutler Bay's PTO Transit funds.

**11. Technical Feasibility:** Describe the related process to implement the demonstration project with the proposed schedule.

The Town will seek approval from the Town Council to accept the grant award. This project is feasible because the Town is one of the municipalities in Miami-Dade County that operates our local transit circulator through the County. This means that our buses are included in the County's mobile apps and are tracked live so that residents always know where they are. The Town has started the process of installing enhanced decorative bus stops throughout the community (pictured below) and we regularly promote the use of the bus. In the last year we have connected to the Transitway and expanded our stops to meet the needs of residents. We believe that this is the next step to better serving this community. Through our interlocal agreement with the Count, this will be an easy transition.

The proposed Cutler Bay Express service shuttle Freebee service will supplement the Town's existing municipal circulator and target the Business community which utilizes mass transit during peak morning and evening rush hours.







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**12. Program Management:** Please explain who will manage and monitor the project.

The Town's circulator bus is managed and monitored by our Public Works Director Mr. Alfredo Quintero in collaboration with Miami Dade County. His contact information is as follows.

Alfredo Quintero Jr., EI, CFM, CGC, CCC  
 Director of Public Works  
 Town of Cutler Bay  
 Cutler Bay Town Center  
 10720 Caribbean Blvd. Suite 105  
 Cutler Bay, FL 33189  
 Tel: (305) 234-4262  
 Fax: (305) 234-4251

Please submit this complete form by Monday, May 21, 2018, by 12 noon to [lisa.colmenares@mdtpo.org](mailto:lisa.colmenares@mdtpo.org).





